

FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

The employee of this class plans, directs, and supervises the operations of the fire department in the capacity of chief engineer and commanding officer and related work as required. Work of this class involves a higher degree of skill and responsibility in directing fire fighting, life-saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The fire chief is required to be on duty or subject to call at all times and is accountable to the proper governing authority as head of the department.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Directs and supervises subordinate employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire.

Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority and keeps such purchases or recommendations for purchase within the budget.

Provides for the preparation and supervises the maintenance of departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, and such others as may be helpful or required; provides for furnishing of such information to those lawfully entitled to such information.

Investigates the cause, origin, and circumstances of all fires occurring in the city and especially investigates whether such fires are the result of carelessness or the act of an incendiary and reports all facts relating to such as provided by law.

Directs the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic in the manner and within the limits prescribed by law or by and with the authority of the municipal government.

Informs the public of the necessity and methods of civilian cooperation in fire prevention work by means of talks, demonstrations, distribution of literature to schools, churches, organizations, civic clubs, owners and employees of public and

private buildings, institutions, hotels, theaters, etc.

Provides for employee training.

Promotes peace and harmony in the department; maintains discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations or those of a more serious nature to the proper governing authority.

Delegates authority to subordinates for the more effective work of the department when such delegation is not inconsistent with municipal authority, express provisions of law, or contrary to these rules.

Keeps posted on modern methods of fire department work, also local conditions which the department may be called upon to combat in case of fire.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

(Unless otherwise specified, all requirements must be met before application for examination.)

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must have at least five (5) years' fire fighting experience in a full-time, paid fire department.

Must be not less than thirty (30) years of age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.